



## OFFICE OF LEGISLATIVE COUNSEL CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF LEGISLATIVE COUNSEL	<b>RELEASE DATE:</b>	Friday, August 21, 2009
<b>POSITION TITLE:</b>	CEA IV, CHIEF DEPUTY DIRECTOR, LEGISLATIVE DATA CENTER, ENTERPRISE TECHNOLOGY	<b>FINAL FILING DATE:</b>	Friday, September 4, 2009
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	08202009_1

### POSITION DESCRIPTION

Under the general direction of the Legislative Counsel, the Chief Deputy Director, Legislative Data Center, Enterprise Technology is responsible for planning, organizing, and directing the provision of services by, and the operation of, the following specific divisions and programs of the LDC: Infrastructure Services, Enterprise Architecture, Architected Services, Information Security Office, and Innovation Center. The Chief Deputy Director, LDC, Enterprise Technology, a member of the Legislative Counsel's executive staff, is responsible for providing information technology products and services to meet the needs of the legislative branch of state government. Duties include: developing and implementing information security policy, strategic hardware and software procurement policies and direction, application methods and funding decisions for enterprise products, technical architecture, innovation programs and the policies and methods that result in funding priorities; interfacing with the highest management levels and the legislative staff in the Legislature and with management of other governmental entities and private industry; recruiting, hiring and evaluating the performance of the Deputy Directors and subordinate managers; identifying organizational training needs to increase staff and management expertise and effectiveness; conducting inter-divisional and customer meetings to resolve operational problems or to implement strategic initiatives; participating in all policy and strategic planning activities. The Chief Deputy Director acts as an advisor to the Legislative Counsel and Legislature on technology product and services; prepares special executive reports as requested by the Legislative Counsel; evaluates business and information technology needs; develops, modifies, and implements policies and procedures to meet Legislative mandates and directives.

The LDC, provides data center and information technology services to the Legislature, Legislative Counsel Bureau, Legislative Analyst Office, Lt. Governor, Little Hoover Commission and Bureau of

State Audits on a 24-hour, 7-day per week basis.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies

(experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Applicants will be screened on the basis of background and management potential, as well as the following:

A four-year college degree preferably in Management Information Systems, Computer Science, Business Administration, Organizational Management or Public Policy. A Master's degree in any of the above described fields is preferred. A minimum of eight (8) years of information technology management experience in a data center or large information technology organization that has more than 300 employees. Extensive knowledge of information technology and trends. Experience with applying information technology in the legislative or government process. Knowledge of the Legislative Data Center's purposes, goals and objectives. Experience leading and managing complex and large IT organizations at the highest level of the organization. Demonstrated knowledge of and experience in planning and deploying the most complex information technology solutions for a large-scale department or branch of government.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA IV, CHIEF DEPUTY DIRECTOR, LEGISLATIVE DATA CENTER, ENTERPRISE TECHNOLOGY**, with the **OFFICE OF LEGISLATIVE COUNSEL**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination will consist of a Statement of Qualifications evaluation weighted 100%. The Statement of Qualifications evaluation will be conducted by an executive screening committee. The Statement of Qualifications will be used to evaluate education and experience as it relates to the

minimum and desirable qualifications and the "Evaluation Criteria" listed below. **The Statement of Qualifications shall be no more than two pages in length** and should include any relevant education, training and/or certificates earned that would contribute to the applicant's success in the position. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience.

**Applications submitted without a resume and/or Statement of Qualifications will be rejected from this examination process.**

**Evaluation Criteria:** The Statement of Qualifications should indicate total years of education and experience (and civil service classification, if applicable) performing each of the factors in the evaluation criteria. Candidates should describe in detail their experience relevant to each of the factors listed below, examples should be provided to justify the experience described. The factors that will be utilized in the evaluation are:

1. Describe your relevant education.
2. Describe/give examples of your experience with the planning, development, maintenance, installation and support of large system applications.
3. Describe/give examples of your experience developing and implementing departmental information technology.
4. Describe/give examples of how you have developed creative and innovative solutions to a wide variety of management problems.
5. Describe/give examples of your management and leadership skills and how you have demonstrated the ability to function effectively as a member of a top management team.
6. Describe/give examples of your experience directing professional and administrative staff.

## **FILING INSTRUCTIONS**

Application forms are available online at: <http://www.spb.ca.gov/jobs/stateapp.htm>

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- If qualifying under Pattern IV of the minimum qualifications, please attach a copy of DD214 or other official discharge documents.

**Applications must be submitted by the final filing date to:**

OFFICE OF LEGISLATIVE COUNSEL , Personnel Office  
925 L Street, Suite 900, Sacramento, CA 95814  
Lynn Snow | 916-341-8330 | [lynn.snow@legislativecounsel.ca.gov](mailto:lynn.snow@legislativecounsel.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF LEGISLATIVE COUNSEL reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>